



Torrington American Job Center Offers November Employment and Training Workshops

WETHERSFIELD, October 20, 2017 – The Connecticut Department of Labor and the Northwest Regional Workforce Investment Board are offering a variety of training and employment workshops in November to assist area residents. Events are held at the Torrington *American Job Center (AJC)*, 59 Field Street. Please contact the phone numbers listed to register. Advance registration is encouraged due to space limitations. In addition to these workshops, the Resource Room continues to offer job-related Internet access and online application assistance. The following workshops are now being offered:

Workforce Innovation and Opportunity Act (WIOA) Information Session: Participants can review process and eligibility requirements for funding of job training programs through this federal employment initiative. No appointment is needed.

November 2, 9, 16, and 30 (9 a.m. – 12 p.m.)

Veterans' Representative appointments: Eligible veterans can receive veteran-specific re-employment services. Department of Labor Veterans' Representative Lina Marte is available, by appointment, to meet with customers. Contact Lina at lina.marte@ct.gov or (203) 437-3297. Appointments can be scheduled **November 3 or 17.**

Successful Job Search Strategies: Learn job search strategies that will help you successfully secure your next position. Topics include employer research, importance of preparation and organization in the job search, networking and using social media to establish a digital presence. Call (203) 437-3380 to register. **November 7 or November 28 (9 – 11:30 a.m.)**

Health Professions Opportunity Grant Orientation: Learn about careers in the healthcare field through the Careers Advancement Project. Eligible participants can receive training that will assist them in securing a job (and advance along a career) in the healthcare field. Contact Joyce Liljedahl at joyce.liljedahl@nrwib.org or (203) 574-6971 x461. **November 9 (11 a.m. – 12 p.m.)**

Interviewing Strategies and Techniques: Learn how to strategically prepare for critical job interview questions. Topics include company research, developing a candidate message, questions to ask the employer, closing the interview and following up. Call (203) 437-3380 to register. **November 14 (9 – 11:30 a.m.)**

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Bureau of Rehabilitation Services (BRS): This workshop offers a 30-minute group orientation, followed by a one-hour one-on-one appointment with BRS staff to review services/eligibility and learn about the many services available at the *AJC*. Call (860) 496-3500 to register for the orientation.

November 17 (10 – 10:30 a.m.)

Computers Basics: Learn to use the mouse, keyboard, practice typing, navigate websites, set-up an email account, and learn about employment resources available through the Department of Labor website. Microsoft tutorials available. Call (860) 496-3500 to register.

November 17 (9 a.m. – 12 p.m.)

Fundamentals of Résumé Writing: Learn how to write a focused résumé needed to secure job interviews and employment offers. Topics include thinking like an employer, strategies for developing essential parts of the résumé, keywords, relevant vs. irrelevant information, formatting and cover letters. Call (203) 437-3380 to register

November 21 (9 – 11:30 a.m.)

Northwest Connecticut Construction Careers: This is an orientation for individuals seeking employment in construction-related fields. Session includes a review of pre-employment and job training criteria. Call (203) 574-6971 x434 to register.

November 22 (9 – 10 a.m.)

Disability Resource Coordinator: Meet with a staff person to learn how to access the various programs that offer services and supports needed to obtain and maintain employment. The emphasis is on abilities, not *disabilities*. Contact Gary Madison at gary.madison@nrwib.org or (203) 574-6971 x442.

ITXpress Program: Learn about training, credentials and employment opportunities through the TechHire ITXpress Program. Eligible participants can qualify to receive training that will assist them in securing a job in the Information Technology field (software developer, IT security, or computer programmer). Contact Angelo Santa Maria at angelo.santamaria@nrwib.org or (203) 574-6971 x465.

Ticket to Work – Orientation for Persons receiving SSI or SSDI benefits (NRWIB): Information for SSI/SSDI beneficiaries, their friends and families, about advantages of participating in the Social Security Ticket to Work Program. The job center is an approved Ticket Employment Network. No obligation. Contact Gary Madison at (203) 574-6971 x442 or gary.madison@nrwib.org to register.

Free GED Classes: Call ED Advance at (860) 567-0863 to inquire about registering to attend free General Equivalency Development classes hosted at the Torrington *AJC* from 1 to 3 p.m. on Mondays and Wednesdays.

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